



Office of Thrift Supervision
Department of the Treasury

1700 G Street, N.W., Washington, DC 20552 • (202) 906-6000

June 7, 2006

TO: The Financial Report Preparer of the Institution Addressed

SUBJECT: 2006 Annual Report on Deposits and Savings Accounts by Home and Branch Offices - Branch Office Survey (BOS) Report

This letter provides instruction for the 2006 BOS Report for deposit information as of June 30, 2006. Please ensure that you include escrows with deposits for each reported office/branch. Do not aggregate escrows into one branch. Upon completion of your report, review for accuracy, run the edit checks, and submit the report electronically using the Electronic Filing System (EFS). You can transmit your BOS report any time after you have submitted your June Thrift Financial Report (TFR). The filing deadline for the BOS Report is Monday, August 28, 2006.

You must download the OTS Electronic Filing System (EFS) Version 5.8.5 update, released June 2006, to prepare and transmit your June TFR and BOS reports. Unless you are a new OTS-regulated institution, you will be required to download your previous year's data utilizing the EFS software. Instructions are provided on the reverse side of this letter.

- New: The 2006 Branch Office Survey allows thrifts to import deposits from external file sources. The OTS strongly encourages institutions with large numbers of branches to take advantage of this feature. More information regarding how to import your branch deposits is attached and can be found at: <https://xnet.ots.treas.gov/efsnet/bulletins/BOSImportDepositsGuide.pdf>
- Trust-Only entities are not required to file a BOS report.
- Your Total Branch Office Deposits must equal your TFR Deposits reported on SC710, and Escrows reported on SC712.
- The EFS 5.8.5 update requires at least EFS Version 5.8 installed from your March 2006 EFS CD.
- You must download your 2006 BOS shell report from the OTS system to ensure you have the most current and accurate data. If you are a new entity, enter 2006 BOS data directly onto the report.
- You will not be able to transmit your BOS data with any edit check failures.
- You can transmit *amendments* to your 2006 BOS data via the EFS filing software through September 30, 2006. For any corrections after September 30, contact Pam Schaar in Washington, D.C., at (202) 906-7205.

Please refer to the June 2006 Financial Reporting Bulletin or the EFS toll-free Helpline listed below for any news regarding the EFS filing software. If you have questions about the annual BOS report, please contact your FRD analyst in Dallas, or Pam Schaar in Washington, D.C., at (202) 906-7205. For software or transmission questions, e-mail efs-info@ots.treas.gov or call the toll free EFS Helpline Message Center at 866-314-1744. For security purposes, please include your 5-digit docket number in the Subject line of all e-mail correspondence, and within your voicemail messages.

Sincerely,

Patrick G. Berbakos
Director, National Systems